

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040041-8

REPORTS INVENTORY

CONTROL NO.

DDP - 105

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
HEADQUARTERS REASSIGNMENT QUESTIONNAIRE

2. TYPE OF REPORT
☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

1 C/WH

25X1

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

WH Division Requirement

10. PREPARING COMPONENT (include lowest level contributing information to report)

WH Complement

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$2,359.00

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$2,359.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for Division reassignment planning on current basis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE				
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY
October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040041-8

18. EXTENSION

SECRET